

0310.06 Transportation Services

Issued January 6, 1997

SUBJECT: Transportation Services

APPLICATION: Executive Branch Departments and Sub-units, the Judicial, and Legislative branches of State Government.

PURPOSE: To explain the types of delivery services provided and how to obtain these services.

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SUMMARY: The majority of delivery services are tailored to the State offices in the greater Lansing area. However, agencies served by any of the intrastate mail runs and agencies served through the Detroit Sub-station realize many of the same benefits. Some of the services are available to agencies throughout the entire State, but on a greatly reduced basis. Logistics-Transportation Services Section offers a wide variety of centralized delivery services. They fall into two categories: (a) standard services provided via appropriated support, and (b) special services that are provided on a fee basis.

APPLICABLE FORMS: DMB-529, Interdepartmental Mail Receipt
DMB-573, Freight Transportation Request

PROCEDURES:

Transportation Services:

- Provides pickup and delivery services to agencies throughout the State. I.D. and U.S. Mail, freight, furniture, forms, supplies, equipment and other related materials are handled routinely by this unit.
- Logistics-Lansing Mail Routes Section provides pick-up and delivery of I.D. and U.S. Mail to, from, and between State agencies in the Lansing area. The routes cover the Capitol, North and Secondary State Building Complexes. This service is provided by regularly scheduled mail runs daily. Normally, there are no charges for this service.

-Logistics-Lansing Freight Routes Section provides pick-up and delivery service for large bulk orders of mail, freight, forms, and publications to, from, and between State agencies in the Lansing area. Furniture, equipment, boxes of records and materials, large or heavy, are also handled through this area. These services are performed on a fee basis. Contact Supervisor of Logistics-Lansing Freight Routes for information on obtaining services and for price quotes.

-Logistics-Regional Distribution Routes Section handles the pick-up and delivery of mail and materials on a state-wide basis. This includes all of the daily intrastate mail runs and the regional freight runs. The daily intrastate mail runs deliver and pick-up I.D. mail, small supply and printing orders, payrolls, etc., from state offices that are served on these runs. (For instructions on how to

prepare mail for these runs, see Procedure 0310.01.) Any State agency in the greater Lansing area, or on any of the regional runs, may ship items via the mail runs to any location served by the I.D. Mail system. The regional freight runs pick up and deliver large bulk orders of forms, furniture, records, printing, recycle products, confidential records for destruction, equipment, etc., throughout the State. All of these services are performed on a fee basis.

- Utilizing a State mailing address to receive personal mail is prohibited.

Agency:

- To obtain freight delivery services, fill out a DMB-573 (Freight Transportation Request) and send it to the Logistics-Transportation Services Dispatcher. This form serves as the request and billing authorization for furniture moves, delivery of equipment and pick-up/delivery of freight. A DMB-529 (Interdepartmental Mail Receipt) also is used frequently to track material being shipped, and for billing purposes.
- To add a stop to any of the mail runs, greater Lansing or outstate, contact the Supervisor of Logistics-Mail Distribution with your request. New stops can be added when time and circumstances allow. All agencies may send I.D. Mail and materials on the mail runs, and are encouraged to do so as a cost savings measure.

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